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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

15 February 1962

MEMORANDUM FOR: Mr. [REDACTED] ODD/I Member, Building Planning Committee

25X1

SUBJECT : Additional Space Requirements for Document Division, OCR

1. Rooms GH0909 and GH0915 occupied by the Non-CIA Cable Branch of the Cable Secretariat are being vacated shortly. This space consisting of some 1100 square feet is presently assigned to OBI but is needed by the Document Division in order to relieve an overcrowded condition in its large secure area.

2. The overcrowded condition is caused by lack of working space in its document handling operation and the need for a corridor down the length of the large room as explained in the attached study.

3. Room GH0909 is a secure area and Room GH0915 contains a tube station. In addition, both rooms are contiguous to the Document Division. For these reasons it is strongly recommended that they be reassigned to the Document Division.

PAUL A. BOREL
Assistant Director
Central Reference

Attachment: (1)

Analysis of Overcrowded Condition in the Document Division

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cc: Chief, Control Branch
Chief, Admin Staff

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